

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF OKLAHOMA

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| Position Title: | Clerk of Court |
| Location: | Muskogee, Oklahoma |
| Closing Date: | January 9, 2013 |
| Starting Salary/Range: | JSP 16 (\$133,389 to \$165,300) |

POSITION OVERVIEW

The United States District Court for the Eastern District of Oklahoma seeks applications from qualified candidates for the position of Clerk of Court. The court presently consists of 1.5 Active Article III Judges, 1 Senior Article III Judge and two Full Time Magistrate Judges. The Clerk of Court is appointed by and serves the judges of the court. This is a high-level management position which functions under the direction of the Chief Judge of the Court. The clerk is responsible for managing the administrative activities of the clerk's office and overseeing the performance of the statutory duties of the office.

POSITION DUTIES

- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the court;
- Managing the jury operations of the court and making recommendations as required to improve juror utilization; and,
- Directing through subordinate staff the court's financial service function including purchasing, juror payments, and accounting functions;
- Working with members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies on a variety of issues necessary to court activities such as data processing, fiscal and personnel;
- Establishment and continuing maintenance of relationships with the Tenth Circuit Court of Appeals, district courts of the circuit, the court's standing committees, the practicing bar and government agencies having business before the court;
- The incumbent is expected to develop and maintain a close working relationship with all other court unit heads;
- Hiring and assigning personnel as well as designing and managing training programs; Preparing and managing the annual budget;
- Conducting special studies as directed and preparing statistical and narrative reports;
- Managing staff responsible for automation and information technology services, statistical analysis and reporting requirements, inventory control, and human resources management.

QUALIFICATIONS

Candidates must have a minimum of 10 years of progressively responsible administrative experience in public service or business which provides leadership capabilities and a thorough understanding of organizational, procedural, fiscal, and human aspects in managing an organization. At least three of the 10 years experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year-for-year basis for the management or administrative experience requirement.

Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis of one academic year of education equals 9 months of experience.

- A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business, judicial administration or related fields.
- A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience.
- A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience

ADDITIONAL INFORMATION

Only qualified applicants will be considered for this position. Applicants must be U. S. Citizens or eligible to work in the United States. The clerk is required to live within the judicial district. Expenses for interviews or relocation are not authorized for reimbursement. All court employees are at-will employees. This is in contrast to executive branch agencies, whose employees are generally in the competitive service. This means that court employees generally are not subject to the many statutory and regulatory provisions that govern the employment of individuals in the executive branch.

A full government background investigation, including an FBI fingerprint and criminal records checks, will be conducted, as a condition of employment, on the candidate selected for the position. The selectee will be hired provisionally pending successful completion of the investigation and a favorable suitability determination. Unsatisfactory results could result in termination of employment.

This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview.

BENEFITS

Employees appointed for this position are entitled to paid vacation, paid sick leave, 10 federal holidays per year, choice of medical insurance from a variety of plans, group life insurance options, long-term care insurance, pretax contributions for medical costs and dependent care, dental and vision insurance, participation in the Thrift Savings Plan (401K) and participation in Federal Employees Retirement System.

APPLICATION PROCEDURES

Qualified applicants should submit an original, plus five (5) copies of the following:

1. A cover letter of interest and a narrative statement that addresses qualifications, relevant experience, and management style or philosophy;
2. A Current Resume;
3. Names and contact information for three (3) professional references; and
4. Form AO 78, application for Judicial Branch Federal Employment (available at <http://www.uscourts.gov/forms/AO078.pdf>)

Submit original and five copies to:

Tami Collins, Human Resources Administrator
U.S. District Court, Eastern District of Oklahoma
P.O. Box 607
Muskogee, OK 74402

The application deadline is January 9, 2013. The court will screen applications and will invite a selected group for personal interviews. The final selection will be made by the judges of the court.

The United States District Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please contact the person named above.

The court reserves the right to modify the conditions of this job announcement.

The United States District Court is an equal opportunity employer and values diversity in the work place.